



**JUSTICE CABINET  
DEPARTMENT OF  
JUVENILE JUSTICE  
POLICY AND PROCEDURES**

**REFERENCES:**

**CHAPTER: Admissions**

**AUTHORITY: KRS 15A.069**

**SUBJECT: Definitions**

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**, COMMISSIONER**

**I. POLICY**

The following definitions shall apply in the Department of Juvenile Justice Policy and Procedures Manual Chapters 201 through 217.

**II. APPLICABILITY**

This policy shall apply to all DJJ staff.

**III. DEFINITIONS**

- A. “Advanced Care Unit Committee” means the Department of Juvenile Justice staff that are responsible for the intake, program monitoring, and discharge decisions for the Audubon Advanced Care Unit.
- B. “Absconder” means a youth who leaves the state of legal jurisdiction without written authority in an effort to avoid legal process or supervision and flees to another state.
- C. “Absent With Out Leave (AWOL)” for the purpose of Interstate supervision means a youth that leaves an approved placement without advanced approval from the supervising authority.
- D. “Administrative Transfer Request (ATR)” means a request for consideration of change of extension or placement for any youth in the placement continuum.
- E. “Day Treatment” means a non-residential program providing intensive services to youth who live at home, or in a foster or group home, and report to the program as required by the program schedule.
- F. “Discrimination” means an abridgement of rights based upon a person’s race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, genetic information, or veteran's status.

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- G. “Emergency ATR (E-ATR)” means an electronic request for transfer that is executed through supervisory channels, without committee review, and subsequently supported with written documentation.
- H. “Escapee” means a youth who has made an unauthorized flight from an in custody status or facility, group home, detention program, or home incarceration program to which they have been committed by a court.
- I. “Facility” means a place, institution, building (or part thereof), set of buildings, structure, or area (whether or not enclosing a building or set of buildings) that is used by an agency for the confinement of individuals as established in 28 C.F.R. § 115.5.
- J. “Guardian Ad Litem” means a guardian appointed by a court to represent in the interests of a party who is minor or an incompetent person.
- K. “Grievance” means a circumstance or action considered to be unjust and grounds for complaint under the internal grievance system.
- L. “Group Home” means a residential program emphasizing family-style living in a homelike environment that generally houses eight (8) to ten (10) youth.
- M. “Holding State” means the state where the physical custody of a youth is located.
- N. “Home Evaluation” means an evaluation and subsequent report of findings to determine if supervision in a proposed residence is in the best interest of the youth and the community.
- O. “Internal Investigations Branch (“IIB”)” means Office of Investigations, Office of the Secretary, Justice and Public Safety Cabinet (500 KAR 13:020).
- P. “Lateral Transfer” means the transfer of a youth from one placement to another within the same placement level.
- Q. “Least restrictive alternative” is defined in KRS 600.020(35).
- R. “Maximum Secure Facility” means a juvenile residential facility which includes construction features designed to physically restrict the movements and activities of persons in custody. These features include locked rooms and units, buildings with a control center, security fences, or other advanced security measures as deemed necessary by the Commissioner of the Department of Juvenile Justice.
- S. “Parolee” means a person who has been committed as a delinquent or a status offender or who has been conditionally released from an institutional facility or community program authorized by the jurisdictional state.
- T. “Probationer” means a person who is a status or public offender and is placed by the court in the community under supervision of an authorized agency.

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- U. “Physically Secure” means a facility that relies primarily on the use of construction and hardware such as locks, bars, and fences to restrict freedom KRS 600.020.
- V. “Receiving State” means the state or territory in which the youth is placed for supervision under the provisions of the Interstate Compact for Juveniles.
- W. “Referral Source” means any facility housing youth, JSW for youth placed in foster care, or private childcare facility housing Department of Juvenile Justice committed youth that requests services for a youth at the ACU.
- X. “Requesting State” means the state of legal residence of the youth or state in which a warrant, pickup order, or requisition has been issued.
- Y. “Runaway” means any child under the juvenile jurisdictional age limit established by their home state who has run away from their residence without consent of the parent, legal guardian, person, or custodial agency entitled to their legal custody.
- Z. “Sending State” means the state or territory with current jurisdiction over the placement of the youth and has sent a youth to another state for supervision under the provisions of the Interstate Compact on Juveniles.
- AA. “Self-Contained Unit” means an area separate from regular programming by use of a locked door consisting of ten (10) individual sleeping rooms, dedicated classrooms, recreation, living, and eating areas.
- BB. “Special Incident” means an act in which the health or welfare of a resident is harmed or threatened with harm by an offender, including if an offender:
  - 1. Uses inappropriate or excessive force that results in injury;
  - 2. Uses inappropriate or excessive force that could result in an injury;
  - 3. Engages in any sexual activity to include any contact or interaction, which uses or allows, permits or encourages the use of a resident for the sexual gratification of the offender or another person;
  - 4. Uses inappropriate consequences as punishment such as exercise, harsh physical labor, or other physical consequences outside accepted practices.
- CC. “Specialized Programming” means DJJ-operated or, if reasonably available, private child care programs that provide specialized treatment services to identified populations served by the Department. This may include sexual offender treatment programs or programs for youth with identified mental health needs such as youth with severe emotional disability.
- DD. “Special Management Plan (SMP)” means a behavioral contract between the facility treatment team and the youth that details specialized behavioral expectations for that individual.

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- EE. “Staff Secure” means any setting that assures that all entrances and exits are under the exclusive control of the facility staff and in which a child may reside for the purpose of receiving treatment KRS 600.020.
- FF. “Step Down” means the transfer of a youth from a higher level placement to a lower level placement.
- GG. “Step Up” means the transfer of a youth from a lower level placement to a higher level placement.
- HH. “Travel Permit” means the written permission granted to a juvenile authorizing travel from one state to another.
- II. “Treatment Team” means the professionals, youth, family members, and other supporters who work in conjunction to assist and support youth in achieving goals.